



POSITION DESCRIPTION

CLASSIFICATION TITLE Senior Coordinator **WORK AREA** Parks and Recreation

CLASS CODE 5311/Exempt **EFFECTIVE DATE:** 10/01/01

FUNCTION Professional, administrative and supervisory work managing countywide parks, recreation, and trails programs including capital projects for the Seminole County Parks and Recreation Division.

EDUCATION AND EXPERIENCE Bachelors Degree in Recreation, Leisure Services, Physical Education, Horticulture, Natural Sciences, or a closely related field with four (4) years' experience in planning, construction, operation or managing parks, trail or maintenance activity. Must possess two (2) years' supervisory experience. *A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

SPECIAL REQUIREMENTS Knowledge of the principles, theory and philosophy of recreation programs, turf management/maintenance, trails management and building construction. Considerable knowledge of grant programs and funding sources for grant programs. Knowledge of the function, design and maintenance of grounds, parks, facilities and recreation areas. Knowledge of various recreation activities, which comprise a community recreation programs. Knowledge of management and financial principles and practices used in recreation and/or construction management.

Ability to coordinate programs and work with County officials, advisory committees, citizen groups, consultants, engineers, architects, contractors. Ability to plan, develop, direct, coordinate and organize recreational programs and activities. Ability to plan and forecast for future recreational needs, services, and facilities. Ability to communicate effectively both orally and in writing. Ability to organize and schedule work to meet established priorities and schedules.

Must possess or obtain within six (6) months of employment a Florida Restricted Pesticides Applicator's License if needed in area of responsibility. Must have construction experience, preferably Parks construction, if needed in area of responsibility.

Must possess and maintain a valid Florida Driver's License.

ESSENTIAL FUNCTIONS *Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Provides recommendations to the Parks & Recreation Manager in the areas of the day to day operation of parks which will include planning, organizing and scheduling staff, design and construction, maintenance, recreation, and trails programs.

Provides technical information to the Parks & Recreation Manager in formulating policies and procedures for trail use. Submits recommendations for changes to operating policies and procedures as needed.

Supervises and trains all assigned staff as required. Prepares recommendations for budget to the Parks & Recreation Manager and justifies budget expenditures. Makes recommendations for user fees and fee schedule and monitors the collection of fees if approved.

Meets with interested individuals and groups to discuss trails, parks, recreation programs, improvements and expansions. This will include a wide variety of groups, but not limited to homeowner groups, civic organizations, other governmental agencies and organizations interested in parks, recreation, trails and environmental programs. Participates on the committees related to parks, recreation and trails programs. Meets with engineers, architects, contractors, etc. as needed during the design and the construction of capital projects.

Initiates and makes recommendations through the Division Manager for final approval by the Department Director regarding hiring, terminations, performance evaluations, disciplinary and/or commendatory action of assigned personnel.



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Prepares specifications and recommends programs for Division Manager's approval in area of responsibility. Establishes maintenance programs or operating procedures for area of responsibility, performs highly specialized maintenance programs for athletic fields for general public use as well as use by interested athletic teams.

Monitors progress of both design and construction services. Prepares construction observation reports relating to all aspects of design and construction projects. Conducts routine site inspections. Assists with substantial completion, final inspection and warranty repairs of projects. Applies pertinent county rules, regulations, policies and procedures.

Resolves and/or initiates action to resolve complaints. Exercises a high degree of professionalism in dealing with program participants, personnel and the general public. Writes and reviews contracts as needed for area of responsibility.

Assists in solving problems and administrative matters for the Division Manager.

Submits regular and special reports as required. May assume administrative responsibilities for the division in the absence of the Parks & Recreation Manager.

Performs other duties as assigned or as may be necessary.

WORKING CONDITIONS The work environment for this position includes working in an office and in the outdoors. Incumbents in this classification will also spend time outside the office supervising trails program, parks, recreation, maintenance and construction. This position will typically perform the following physical activities as part of work duties sitting, standing, stooping, walking, lifting and carrying up to 50 pounds. Some incumbents in this classification will be required to use mechanical tools, specialized equipment to apply pesticides and chemicals. Incumbents must follow safety procedures carefully.